



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

### Employment Opportunity

### COURT SERVICES TECHNICIAN III

**\$ 2200 - \$ 2673/MONTH**

**Final Filing Date: JUNE 15, 2002**

**POSITION OVERVIEW:** Performs various complex court services support functions, including: developing court calendars; preparing files for trials or other court proceedings; and attending court sessions to record proceedings and provide administrative assistance to the judge. May perform or serve as backup for other court functions, including: greeting visitors and answering questions; initiating case files and forwarding to appropriate staff members; opening and processing mail; answering the phone and transferring calls; processing citations, judicial decisions, etc., by entering relevant information into the computer system and notifying parties; receipting money and preparing deposits, and maintaining filing system by pulling files and re-filing cases.

**Essential Duties and Qualifications:** To perform this job successfully, an individual must be able to perform each essential job satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Knowledge of:** Policies and procedures and department operating standards in assigned department. Record keeping, report preparation, filing methods and records management techniques. Basic accounting processes, customer service techniques. Correct English usage, including spelling, grammar, punctuation, and vocabulary. General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment. Standard business arithmetic, including percentages and decimals. All computer applications and hardware related to performance of the essential functions of the job. **Skill in:** Organizing, assigning, leading and reviewing the work of staff, analyzing and resolving office administrative situations and problems, researching, compiling and summarizing a variety of information and statistical data and materials, Using tact, discretion, initiative and independent judgment within established guidelines. Operating and routine maintenance of general office machines such as copiers, facsimiles machines (FAX), and telephone systems. Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner. Reading and comprehending instructions, citations, orders, routine correspondence and memos. Ability to deal with problems, establish and maintain effective working relationships, and to understand and carry out oral and written instructions.

A combination of education and experience that would demonstrate possession of the knowledge and ability and three to four years of progressively responsible experience performing court services clerical/administrative support; or any combination of education, training and experience which provides the required knowledge, skills, and ability to perform the essential functions of the job.

**Licenses and Certifications:** Valid California Driver's License

**Union Representation:** Membership with, or Fee Payer to, the SEIU, Local 707 is a condition of employment with the Superior Court. Union information will be provided upon hire.

**Background Investigations:** Positions in the Courts may be subject to background and financial investigations.

**SELECTION PROCEDURES:** All applications will be reviewed with those judged most qualified progressing further into the selection process. Based on the number of qualified candidates, a written exam, an oral examination (weight 100) or an unassembled exam, consisting of an evaluation of education and experience as stated on the application form will be administered. A passing mark of 70 must be attained for placement on the employment list. Special testing arrangements may be made to accommodate disabilities or religious convictions. Phone Superior Court Human Resources at (707) 463-4285 to discuss needed arrangements.

**24 Hour Job Line: 707-467-2544**  
**AA/EEO Employer**  
**Phone: (707) 463-4285**  
**[www.co.mendocino.ca.us/courts](http://www.co.mendocino.ca.us/courts)**

**APPLY TO: Superior Court Human Resources**  
**County of Mendocino**  
**P. O. Box 996**  
**Ukiah, California 95482**